

## **1009 - LABOR RELATIONS TECHNICIAN**

### **NATURE OF WORK**

This is specialized, detailed work which entails coordinating meetings, research, and preparation of materials relative to contract negotiation, grievance administration, and other labor relations activity incident to the City's obligations under Chapter 447, Florida Statutes.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Conducts statistical/policy research and analysis.

Coordinates various aspects of contract negotiations and preparation processes.

Conducts initial review of employee grievances for completeness; schedules employee grievance hearings.

Maintains labor relations resource library; develops various labor relations type forms as needed.

Handles recruitment and selection processes for specific executive position as selected by the City Manager.

Initiate necessary paperwork for employee request to start/stop payment of union dues; bill unions yearly in accordance with the contract for City's administrative fee for employee dues deductions; schedule and assist with the preparation for arbitration hearings and in some cases, attend and/or provide testimony at same.

Assists with the drafting and development of labor contract language, both prior to and during labor contract negotiations.

Assists with the development of the various proposals to be presented to the labor unions during labor contract negotiations.

Performs general secretarial tasks, i.e., typing dictation; sorting incoming/outgoing mail; maintaining all files; maintaining appointment calendar; answer phones, screen calls and record messages; assist citizens with resolution of complaints and/or their inquiries; compose general correspondence, as well as Commission Memorandums, Letters to Commission, and Department Memorandums.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to exercise judgement and discretion in devising, installing and/or interpreting City rules, regulations, policies or procedures.

Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public.

Ability to carry out complex verbal and written instructions.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to discern and extract pertinent facts from verbal and written guidelines, policies and procedures and apply these to a variety of problems.

Ability to research and analyze complex written and statistical materials.

## **1009 - LABOR RELATIONS TECHNICIAN**

### **MINIMUM REQUIREMENTS**

Considerable experience in responsible executive secretarial and administrative work. This position requires competence with a computer and excellent skills relative to written and verbal communication, attention to detail, interpersonal relationships and problem solving. Prompt and regular attendance is essential. Actual experience in the field of labor relations/collective bargaining would be helpful, although not required.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

General and specific assignments are received from the Executive Assistant to the City Manager, Labor Relations; work is performed with little direct supervision and with latitude for use of independent judgement in the selection of work methods and procedures. Work is subject to review for compliance with departmental objectives and standards.

### **SUPERVISION EXERCISED**

None.

Rev. 11/98